

4 December 1953

MEMORANDUM FOR: Colonel White

SUBJECT : General Services Office

STATINTL

1. You requested [REDACTED] and myself to review the function and the table of organization of General Services with the views of reducing its personnel. This has been done and our suggestions for reducing personnel are set forth below.

2. General Services as of 30 October had a personnel of [REDACTED]. The activity consisted of the Office of the Chief, 3 Divisions, 9 Branches, 24 Sections and 11 units within the Sections. A review of its T/O and organization indicates a complicated structure with numerous departmentalizations which appear to have resulted in an overabundance of supervisory personnel. The review further indicates that a very substantial reduction in this supervisory personnel could be obtained by the transfer of General Services' present functions to other DD/A Offices, some of whom are presently performing identical or comparable functions. To accomplish this the following transfer of functions is suggested:

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Function	No. of Employees	Proposed Location
Printing and Reproduction Div.	[REDACTED]	Logistics )
Bldg. Maintenance and Utilities Branch		Logistics )
Telephone Section		Administrative )
Records Center Section		Services Division )
Mail Control Section		(new)
* Motor Pool Branch		Logistics )
Space Aquisition and Utilities Branch		Logistics, Transportation Div.
Records Management Section		Logistics, Real Estate and Construction Division
Machines Records Branch		Comptroller, O&M Services
		Comptroller

\* This transfer has been approved effective 14 December 1953.

3. The transfers indicated above provide for [REDACTED] employees of the Office. They do not consider supervisory personnel and their clerical and stenographic assistants presently assigned as follows:

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Function	No. of Employees
Office of the Chief	11
Office of the Chief, Space Maintenance and Facilities Div.	3
Office of the Chief, Records Service Division	3
Office of the Chief, Records Management and Distribution Branch	5

It is suggested that these 22 employees, with an annual payroll cost in excess of \$150,000 and are made up of one GS-16, two GS-15, three GS-14, four GS-13, two GS-12, two GS-11, two GS-7, five GS-5 and one GS-4, be reviewed by the Offices to which the present functions of General Services are to be transferred. This review should be made to determine which of this personnel is necessary to carry on the transferred activity and should be taken over.

4. The review also indicated that the Machine Records Branch may be overstaffed. A personnel of [REDACTED] for this function appears high when the number of machines operated and the volume of work turned out is considered. It also appears that the number of Project Planners, (15), and Tab Equipment Supervisors, (10), are out of proportion to the total number of employees in the activity. It is suggested that O&M make a survey of this activity and that said survey give particular attention to (a) the number of planners and supervisors as compared to total employees, and (b) whether or not the departmentalization of operation is necessary and the most economical manner of performing the operation.

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5. In regard to the transfer of certain of the present functions of General Service to Logistics, it appears pertinent to point out that most of the service activities are part of Logistics or its counterparts in the Departments of Army, Navy, Air Force, and Marine Corps. To handle the functions which do not readily intergrate with present activities, it is suggested that Logistics create a new division. This division should have two branches, one for Printing and Reproduction and the other for the other Administrative Services, namely, Telephones, Building Maintenance, Records and Mail.

6. It is realized the proposed transfer and elimination of General Services will result in a considerable number of employees with grades above GS-13 being declared surplus in so far as their present functions are concerned. The majority of them will be able to fit into other activities of the Agency thus eliminating the necessity of hiring more people. It is my honest and considered opinion that, in addition to the savings resulting from the proposed transfer, the better and more efficient operation which will result justifies the move.

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cc- DDIA *above* ✓  
*Subject*